

MEMORANDUM FOR: Chief, POD  
FROM: Special Assistant (Career Management)  
SUBJECT: Annual Report - 1 July 1960 - 30 June 1961

I. Report of Progress:

A. Categories of Personnel (Formerly Career Staff)

Activity in this program consisted of maintaining records and reports in a current status. Revised [REDACTED] will probably be published within the next two months and this program will resume.

B. Management Development Program

1. The Management Development Committee held 40 meetings and reviewed 331 employment histories, as follows:

204 promotions (DDI-69; DDS-46; DDP-89)  
83 former JOT'S  
44 others

2. 12 employees were selected for the Agency Management Development Group.

3. The roster reflecting the status of all JOT'S and former JOT's was revised as of 30 December 1960 and 30 June 1961. Copies were furnished the Chief, Plans Staff for his report to the DD/S.

C. Fitness Report Program

1. The review of fitness reports continued. Approximately 125 were forwarded to the SA/D/Pers for his information and/or action.

2. Statistical analyses were made of the performance ratings. Copies were furnished the Chief, Plans Staff for his report to the D/Pers.

3. Delinquent fitness report lists were furnished the operating components on a timely basis.

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